

TEAM MANAGER MANUAL
WORLD ROWING CUP 2019
ROTTERDAM, JULY



WELCOME!

We wish you a cordial welcome to the World Rowing Cup Finals at Rotterdam-Zevenhuizen. We are honoured to have athletes, spectators, business partners and all of you who relate to the Finals joining in an event of sportsmanship and festive companionship.

An unexpected pathway was open to bid for the finals as our colleagues in Lucerne took on the challenge to host the 2019 European Rowing Championships. A combination of the Royal Dutch Rowing Federation, the City of Rotterdam and the Holland Beker Wedstrijden Foundation was successful in acquiring the organisation of this event and we are happy to contribute to the sequence of World Rowing Cup events and celebrate rowing with all of you.

At the heart of the World Rowing Cup 2019 Rotterdam regatta we will find the competition for para-rowing and elite athletes. Embedded in this World Rowing Cup program is also the battle for the Holland Beker long lasting legacy events in the single sculls, the Ladies' Trophy and Holland Beker. As an additional narrative we have strung in the main programme two separate side event programs to create a wider impact and benefit from this World Rowing Cup. These two programmes are: "Clean Water" -to drink and compete on- in line with FISA's WWF Stra-



tegic Alliance and “a lifetime fit” since rowing can be done from a young to a very old age.

It's been a pleasure to work together with a large team of volunteers and a dedicated Organising Committee in addition to suppliers, municipalities and not least Rotterdam Topsport and our partner-sponsors.

We hope you will have a wonderful time in the Netherlands to enjoy rowing, to enjoy companionship, to enjoy an event that will bring together athletes, spectators, companies and national and local communities.

Let's meet!

Rolf Denissen,
Event President

Pieter van der Burg
Chairman OC WRC III/
Holland Beker Wedstrijden Foundation

1 ORGANISING COMMITTEE

Address: Bosbaan 10, 1182 AG Amstelveen, The Netherlands
Telephone: +31 20 646 27 40 (not accessible during the regatta)
+31 6 22 528 368 (accessible during the regatta)
E-mail: info@rotterdamregatta.com
Website: <https://www.rotterdamregatta.com/>

1.1 Organising Committee

Pieter van der Burg	President
Rex Valkering	Secretary
Romke van der Veen	Treasurer
Rolf Denissen	Event President
Femke Boelen	Athletes
Laurens van Campen	Competition manager
Sebas Groeneveld	Venue Manager
Aron Vas Visser	Event Manager
Pieter Taselaar	Volunteers Coordinator
Thomas van Til	Marketing and Communication manager
Inge Struyk	Press Officer
Hannah van Dijk	Food services
Karin Luijendijk	Liaison Rotterdam Topsport
Chris Ijsbrandy	Liaison Royal Dutch Rowing Federation
Okke Veenstra	Treasurer Royal Dutch Rowing Federation

2. FISA

Jean-Christophe Rolland (FRA)	President
Tricia Smith (CAN)	Vice-President
Matt Smith (USA/SUI)	Executive Director
Gerritjan Eggenkamp (NED)	Treasurer
Patrick Rombaut (BEL)	Exec Committee Council Representative
Rosie Mayglothling (GBR)	Exec Committee Council Representative
Lenka Dienstbach-Wech (GER)	Exec Committee Council Representative

Technical Delegate: Selwyn Jackson
Jury President: Tom van der Lelij
FISA Doctor: Donia Koubaa
FISA Event Safeguarding Officer: Frida Svensson
(FISA Athletes Commission member)

All rowers, entourage, coaches, volunteers and staff have a right to participate and work in a non-violent, safe and respectful environment. Behaviour and actions that constitute harassment and abuse shall not be tolerated. If you have concerns regarding harassment and abuse whilst you are at this World Rowing event, please contact the Event Safeguarding Officer Frida Svensson at the event, in the FISA Office, or email safeguarding@fisa.org

3. GENERAL INFORMATION

3.1 Important Telephone Numbers

<i>Emergency:</i>	112
<i>Medical:</i>	+31 6 47116216
<i>Regatta Venue:</i>	+31 6 29412050
<i>Dentist:</i>	+31 (0)10 455 21 55

3.2 Team Information Centre

<i>Managers</i>	Julia Rademaker	+31 6 49197484
	Maximilian Meijkamp	+31 6 29347845
	Rik Verboeket	+31 6 11845793
	Siward Vloemans	+31 6 43933689
<i>E-mail</i>	<u>athletesinformation@rotterdamregatta.com</u>	

The Info Centre Athletes is located in the Info Centre Athletes (14). The info centre will be open during all times the course is officially open.

Mailboxes for all national federations are located in the Info Centre Athletes (14). Information includes official announcements and general notices, start lists and results.

3.3 General Programme

General opening hours of the venue:

From Wednesday 10 July - Sunday 14 July

Venue open: 07:00 - 19:30

Training on Wednesday 10 July and Thursday 11 July

07:15 - 19:00

Training on race days:

From 07:15 till 15 minutes before the first start and from 15 minutes after the last race till 19:00. Friday evening, there will be no evening training session (the last race finishes after 20:00)

3.4 Meetings

The team manager meeting and draw will be held in the Team Managers Meeting Room, located in the big meeting room on the first floor of the main building (9) . The time is Thursday 11 July 3 pm/ 15:00hr.

3.5 Venue map

Appendix D contains a map of the venue. Numbers between brackets () in the main text refer to locations on this map.

4. TRAINING AND COMPETITION ON THE COURSE

4.1 Traffic Rules:

The traffic rules for training and racing are found at the last pages of this manual (appendix A-C). Para rowers can train at all times during training hours.

4.2 Control commission

The Control Commission is located in the Control Commission hut (15). The Control Commission will be in operation during all times the course is officially open.

4.3 Crew changes

On arrival, Team Managers will receive a list of their crews as entered. Should there be any changes in the crew composition, seating order or errors in spelling, the Crew Change Form must be completed and submitted to the FISA representative in the Entrance and Accreditation Centre (2) by 12.00pm on Thursday 11 July before the Draw. For changes after the Draw contact the FISA office (5) .

4.4 Crew photos

Team managers will be notified of the athletes that have not yet had their photographs taken for the FISA athlete database. These athletes should report to the FISA representatives in the Accreditation Centre (2) and have their photographs taken and passports scanned prior to issuing accreditation.

4.5 Bow Numbers

Bow numbers will be distributed to crews on the outgoing pontoon and will be collected again at the incoming pontoon.

4.6 GPS Devices

All boats must be fitted with a 'base plate' to hold the GPS timing devices. These plates will be fixed to the boats by a team of OC volunteers and by Swiss Timing technicians from Wednesday 10th of July in the Boat Weighing area (9). Please ensure

they are in place before the first day of racing.

4.7 Advertising

Please check the FISA Rules of Racing and related Bye-Laws to ensure that all racing equipment comply with the advertising rules.

4.8 Classification of para-rowers

Classification facilities of para-rowers will not be available.

4.9 Boat weighing

The boat weighing is located in the boathouse (9). Test scales will be available on Wednesday 10th of July and Thursday 11th of July and will be open at all times that the venue is open.

4.10 Athlete weighing

Athlete weighing will be located in the main building, ground floor (9) . Test scales will be available on Wednesday 10th of July and Thursday 11th of July and will be open at all times that the venue is open.

4.11 Weather updates

During the regatta, a on-site meteorologist will monitor weather conditions and provide weather forecasts. These forecasts will be made available via publication boards that are found at the athletes information desk (14) and the control commission hut (15).

5. TEAM FACILITIES AND SERVICES

5.1 Boat storage

The boat racks are situated in the boathouse and in the boathouse area (9). The Organising Committee will assign boat racks for all boats. Boats will be stored by boat type. Teams are responsible to make sure that their boats are safely tied to the racks at all times and are in no-risk to be damaged due to adverse weather conditions. The OC is not responsible for any damage due to adverse weather conditions or misplacing of the boats.

5.2 Team Tents

At the map the location for team tents is presented. There is limited space available for team tents. Team Managers will have to inform the Venue Manager (portacabin found at 2) prior to their arrival if they are bringing their own team tents. In this request, the number, size of the tents and the additional space (if needed) must be indicated. There is no guarantee that the total requested space will be available. The granted space will be marked on the ground.

5.3 Boat repair

Boat builders and boat repair workshops are near the entrance opposite to 10.

5.4 Pontoons

There are two outgoing and two incoming pontoons. Signs indicate the kind of pontoon.

5.5 Boat washing

The boat washing area is in front of the boathouse (9). No chemical detergents or other sources of environmental pollutants should be used for boat washing.

5.6 Warming-up area

You can find a warming-up area in the boathouse. Ergometers are provided in the Warming-up area (9).

5.7 Changing rooms

The changing rooms are situated on the ground floor in the main building (9).

5.8 Bag storage

There will be a secure area on the ground floor in the main building (9) for athlete's bag storage. The bag drop-off will be open during the official opening times of the venue.

5.9 Sanitary facilities & toilets

On the ground floor of the main building (9), there are toilets and showers in the changing rooms. Toilets can also be found in the spectator's area (10).

5.10 Viewing for Athletes

Athletes can view the races on a video screens located on the terrain or, if seats are available on the grandstand, from the Grandstand next to 6 near to the finish line. There is a resting area in the Rest Lounge (12).

5.11 Coaches viewing

On training days, coaches can cycle on the roads at both sides of the course. During racing days, coaches can only cycle on the bank opposite the main island. During racing access of the bicycle path is restricted to coaches and team staff. Main traffic rule for all cyclists on the coaches viewing path: cyclists in the direction from start to finish have priority.

5.12 Bike rental

Bikes can be rented for the teams at the Venue on a 'first-come, first-served' basis. Vouchers for one or multiple days can be bought at the Athletes Information Centre (14) for €10,- per day per bike. ID or a driving license is mandatory as a deposit. All bikes are provided with a lock.

5.13 Massage

There is a tent with massage facilities. The OC does not provide physiotherapist or massage services.

5.14 Lunch

We offer two options for lunch, either in the hotel (if booked via ATPi) or at the venue (10).

Lunch at the venue service will be open from Wednesday, 10 July till Sunday, 14 July between 11:30 and 14:30 hrs. Before or after these dates, no lunch will be available at the venue. Lunch at the hotel depends on the facilities in the hotel - please consult the reception desk on the time slot.

Lunches can be booked for €20.50 per person per lunch. Team managers are responsible for booking the lunch at the venue for their team members. Lunch should be booked via ATPi directly. Allergies should also be communicated during booking. For contacting the dedicated ATPi desk, please use rowing.netherlands@atpi.com or +31 20 20 11 215. Team managers are requested to do this at the earliest possible opportunity.

Team managers should book the lunches through ATPi primarily. If however this is not possible, the remaining capacity will be offered upon availability via the Athletes Information Desk (14). In this case, you are requested to email the info centre as soon as possible, specifying the dates and the amount of lunches. Please book your lunch at your earliest convenience to allow the OC to ensure there will be sufficient lunch.

Team managers that booked lunch can collect their lunch vouchers after 15:30 at the Athletes Information Desk (14) for the following day. These vouchers should be presented in order to gain access to the venue catering.

5.15 Drinks

Tap water in the Netherlands is entirely drinkable. Athletes are encouraged to use reusable water bottles and can refill these at several water taps at the venue.

A basic assortment of drinks is included with the lunch, but it is not possible to buy these drinks independently (without a lunch voucher).



6. MEDICAL FACILITIES AND SERVICES

6.1 Emergency

In case of a (medical) emergency, immediately call the national emergency number 112.

6.2 Medical centre

Manager: Lana Kluit
Telephone: +31 6 47116216
Location: First aid will be available in the boathouse area (9), during the opening times of the venue. The Medical Centre is located on the ground floor of the main building (9) and on racing days will be open during the opening times of the venue.

6.3 Dental facilities

Tandartsen post 010

Address: Dr. Molewaterplein 30, 3015 GD Rotterdam
Telephone: +31 (0) 10 4552155
E-mail: info@tandartsenpost010.nl
Website: <https://tandartsenpost010.nl/en/>

6.4 Local Hospital

At 20 kilometers from the Venue, Sint Franciscus Gasthuis, Kleiweg 500, 3045 PM Rotterdam, +31 10 461 6161

6.5 Pharmacy

Apotheek Zevenhuizen-Moerkapelle

Address: Dorpsstraat 110, 2761 AH Zevenhuizen
Telephone: +31 180 328 008
Fax: +31 180 328 747
E-mail: info@apotheekzevenhuizen-moerkapelle.nl


Note: the expenses for any medical treatment are the responsibility of the patient. All national federations are responsible for adequate insurance of their team members according to Rule 22 of the FISA Rules of Racing. The pharmacy is only opened on weekdays.

6.6 Rescue and safety

There will be an on-water rescue team in charge of on-water rescue during the official hours of the regatta course.

6.7 Doping-control

The doping control test centre is located on the ground floor of the main building (9). All doping control tests will be conducted in accordance with WADA and FISA requirements. For all information about the Anti-Doping controls and procedures, please refer to the World Anti-Doping Code and International Standards available on the website www.wada-ama.org and the FISA Anti-Doping Bye-Laws. Further information is available on the FISA website www.worldrowing.com.



7. TRANSPORTATION AND TRAFFIC

7.1 Transport to and from the venue

The Local Organising Committee does not offer transport service from and to the venue, nor from and to the airport.

For arranging transportation solutions suiting to the needs of your team, we recommend to use the services of local transporter Snelle Vliet. Their WRC3 20219 customized booking portal can be found here: <https://www.snellevliet.nl/en/WorldRowingCup>

7.2 Athlete drop-off

During all days, teams can drop off para athletes close to P1, at the bridge towards the regatta island. Other athletes can be dropped off at P1. Appendix E shows a map of the parking facilities.

7.2 Team vehicles and parking

During training days (Wednesday and Thursday), P1 (close to the venue) is available for all athlete related traffic. On racing days, every team has the right to place one vehicle on P1. These free P1 parking tickets will also be supplied for each participating para rowing crew. All other traffic is dedicated for P2 (2 minute shuttle drive from the venue). The free P1 parking ticket can be collected during the Team Managers meeting on Thursday 11nd of July. This ticket can be used to park a vehicle of choice. This ticket should be shown at P2 to be allowed to drive to P1. Parking opens at 6:00 hrs during racing days. A shuttle service is available between P2 and P1. Appendix E shows a map of the parking facilities.

7.3 Transportation of boats and parking

Team managers are requested to announce their expected date and time of arrival to the Info Centre Athletes at least 48 hours before arriving. Team managers are also requested to announce the estimated departure time of trailers at least 48 hours before leaving.

Upon arrival, trailers can unload at the regatta venue. Please report to a staff member at the entrance desk (2). Once empty, the trailers can

be parked at the P2. It is forbidden to park your trailer either on the venue (next to the boat house) or at the side of the road on the dike.

Unloading is allowed from Monday, 8 July until Wednesday, 10 July. Belated arrivals will be guided by different procedures. In this case, team managers should contact the Athletes Information Desk. Please provide sufficient personnel to unload the boats (boats can only be unloaded by team members). After unloading, trailers should be driven to the long-term parking at P2. Please note that parking is not guarded. You will have the possibility to leave boxes or small equipment in the bag drop-off.

For larger volumes of equipment, please contact the Transport Office in the Information Centre Athletes. For further information regarding boat reloading and the departure of the boat trailers, please also contact the Info Centre Athletes.

On departure day, please report to the OC Production office near the Entrance (2) of the Athletes Area for detailed loading instructions. Loading of the boats is allowed on Sunday, 14 July after 13:00 hrs. Trailers can be turned around at plein Holland Acht and can be lined up at the Hennipslootkade. Trailers can be loaded by foot. More information regarding boat reloading and departure of the boat trailers can be found at the Info Centre Athletes. Appendix E shows a map of the parking facilities.

7.5 Traffic situation in the area

Due to maintenance, the highway A20 from Gouda in the direction of Rotterdam will be closed off from Friday, 5 July 22:00 hrs until Monday, 8 July 5:00 hrs and Friday, 12 July 22:00 hrs until Monday, 15 July 5:00 hrs. Traffic is redirected via The Hague. Expect (minor) traffic congestion and extra traffic on the roads during this time.

8. ACCOMODATION

All reservations can be made through ATPi. The teams that have special requirements for their accommodation are encouraged to state their requests in writing to rowing.netherlands@atpi.com. ATPi and the OC will do everything possible to meet their needs.

8.1 Accommodation office

Manager:	Kirsten van der Lans
Telephone:	+31 (0) 20-2011215
E-mail:	rowing.netherlands@atpi.com

Enquiries about accommodations can be made at the ATPi-information desk (14). This desk is operated during the following hours:

Wednesday	8:00 – 18.00
Thursday	8:00 – 18.00
Friday	7:30 – 18.00
Saturday	7:30 – 18.00
Sunday	7:30 – 15.45

8.2 Washing and drying facilities

Each hotel has its own arrangements concerning the washing and drying facilities. Please contact your host or the reception desk at your hotel.

9. ACCREDITATION

9.1 Accreditation office

Manager: Sjoerd Verwijs
Telephone: +31 6 12271471
E-mail: s.verwijs@rotterdamregatta.com

9.2 General

The accreditation office opens on Wednesday, 10th of July and is located near to the entrance in the accreditation tent (2). The accreditation centre is open during the opening hours of the venue. Team Managers are requested to make an appointment with the Accreditation Centre as early as possible for picking up the accreditations of their team. Team managers may collect all accreditations for their complete team after all athlete photos have been made and checked with their passports. Late accreditation requests received after the accreditation deadline will be considered as late applications and will be handled by FISA.

9.3 Entries

Entries close on Friday, 28 June 2019, midnight (CET)

9.4 FISA commitment forms

All competitors and team officials who have not already done so are required to sign the FISA Commitment Form. These forms will be distributed to the Teams by FISA and should be returned to the FISA representative in the Accreditation Office before the Draw and in the FISA office after the Draw.

9.5 Holland Beker Events

Besides the FISA World Rowing Cup and Para-rowing events, the Holland Beker also offers the following additional events:

Doubles

(91) Junior W 2x

(92) Junior M 2x

Quads

(93) University W 4x

(94) University M 4x

Eights

(95) University W 8+

(96) University M 8+

(97) Corporate 8+

These events are held on an 8-lane course, under FISA Rules of Racing, and are open to international crews. According to the preliminary time-table, heats are held on Friday evening July 12th, Finals A will be held on Sunday morning July 14th.

More information can be found here:

<https://rotterdamregatta.com/holland-beker-events/>

The Entry deadline is set to: July 7, 2019.

10. MEDIA

10.1 Media Centre

Manager: Inge Struyk
Telephone: +31 6 39233702
E-mail: ingestruyk@hollandbeker.nl
Location: The Media Center will be located in the Press Center (7)

10.2 Accreditation

International and local media should seek accreditation through the World Rowing website www.worldrowing.com or the email media@fisa.org. All media can pick up accreditation at the Accreditation Centre (2) starting on Wednesday, the 10th of July.

10.3 Interviews and press conferences

Information on interview requests, press conferences and interviews in the mixed zone will be available in the media information packets received when picking-up of the accreditation in the accreditation office.

A press conference area is available within the Team Managers Meeting Room (first floor of 9) , which can be reserved by Team Managers for press conferences as required. For reservation please contact Aron Vas Visser, +31 6 23862944 or a.vasvisser@rotterdamregatta.com.

The FISA media staff will inform Team Managers ahead of time for interview requests to interview athletes.

10.4 Mixed Zone (6)

After Final A, the order of priority for interviews with medal winning crews in this area is:

1. Host Broadcaster
2. Rights-holding television
3. Right-holding radio
4. Print

The interview will be managed by Media Centre Manager, Inge Struyk

(for contact information see 10.1). Athletes are encouraged to speak to the press when required.

11. TELEVISION/RADIO

All races will be recorded and broadcasted on different channels.

12. NATIONS DINNER

The Nations Dinner will be held on Saturday 13 July at 19:30 hrs on a boat in Rotterdam. Each National Federation will receive two complimentary tickets which can be collected from the Info Centre Athletes before Saturday 13 July 12:00 hrs. Please confirm your attendance before Thursday 11 July 19:00 hrs. Confirmations can be sent to athletesinformation@rotterdamregatta.com or come by at the Info Centre Athletes. The OC will provide transport from the Venue/Hotel and back. Team managers must fill out a request form at the Info Centre Athletes not later than Thursday 11 July 19:00 hrs.



13. MISCELLANEOUS SERVICES

13.1 Payment and Banking

All facilities at the venue will only accept card payments.

The currency in the Netherlands is EURO. Most shops in the Netherlands accept bank and credit cards (Maestro, Mastercard and Visa are commonly accepted). If you prefer to have cash, there is a nearby ATM in the village Zevenhuizen. Rotterdam Central station offers currency exchange.

13.2 Internet & Wi-Fi

Each hotel has its own arrangements concerning Wi-Fi. Please contact the reception desk at your hotel.

At the venue, free Wi-Fi is available for teams.

13.3 Lost and Found

The lost and found facility is located in the Public Information centre (3).

13.4 Shops/markets

Jumbo Supermarket, Dorpstraat 129, Zevenhuizen
Albert Heijn, Maltaplein 52, Rotterdam

13.5 Tourist Information

Rotterdam is a city worth visiting and is in the top 5 of the Lonely Planet's Best in Travel 2016. For information about (tours inside and outside) Rotterdam, please visit the Public Information Centre (across 4).

14. GRANDSTANDS

The grandstands are accessible for public. Tickets can be bought via <https://rotterdamregatta.sollidd.com/> and at the ticket sales booth located in front of the entrance. Be aware that it is advised to buy the tickets online, as the prices will be 2 euro higher at the entrance. Tickets include the parking fee for P2 and parking shuttle-service if required.

14.1 Tickets

<https://rotterdamregatta.sollidd.com/>

The online fees are:

Friday	€ 10.00
Saturday	€ 12.50
Sunday	€ 16.50
All day pass	€ 27.50

14.2 Tickets Children - Under 18

Free tickets are offered for children under the age of 18, when combined with a valid ID (passport/ European ID/ European driver's license).

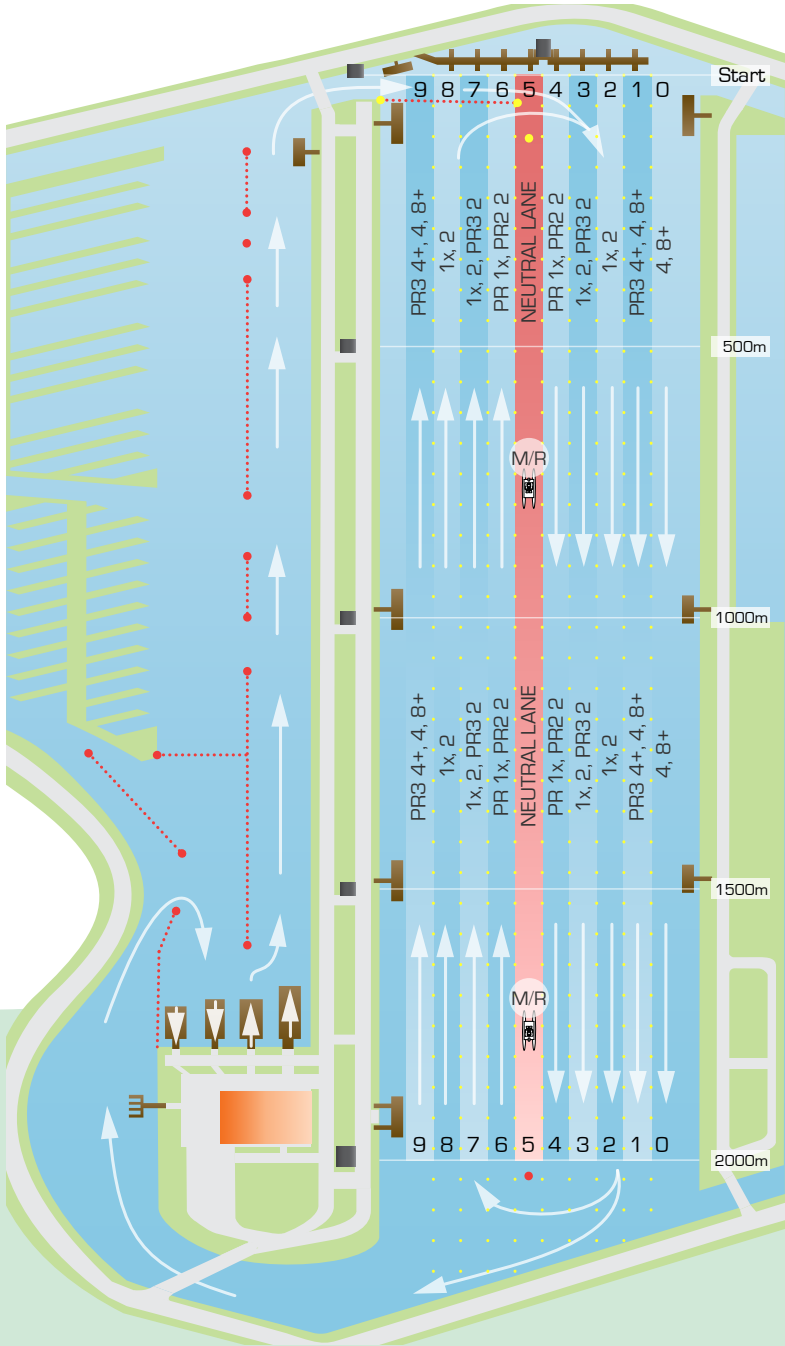
14.3 Group Tickets

A bulk order discount of 10% is offered for orders of at least 25 tickets. Tickets can be bought by sending an email to grouptickets@rotterdamregatta.com.

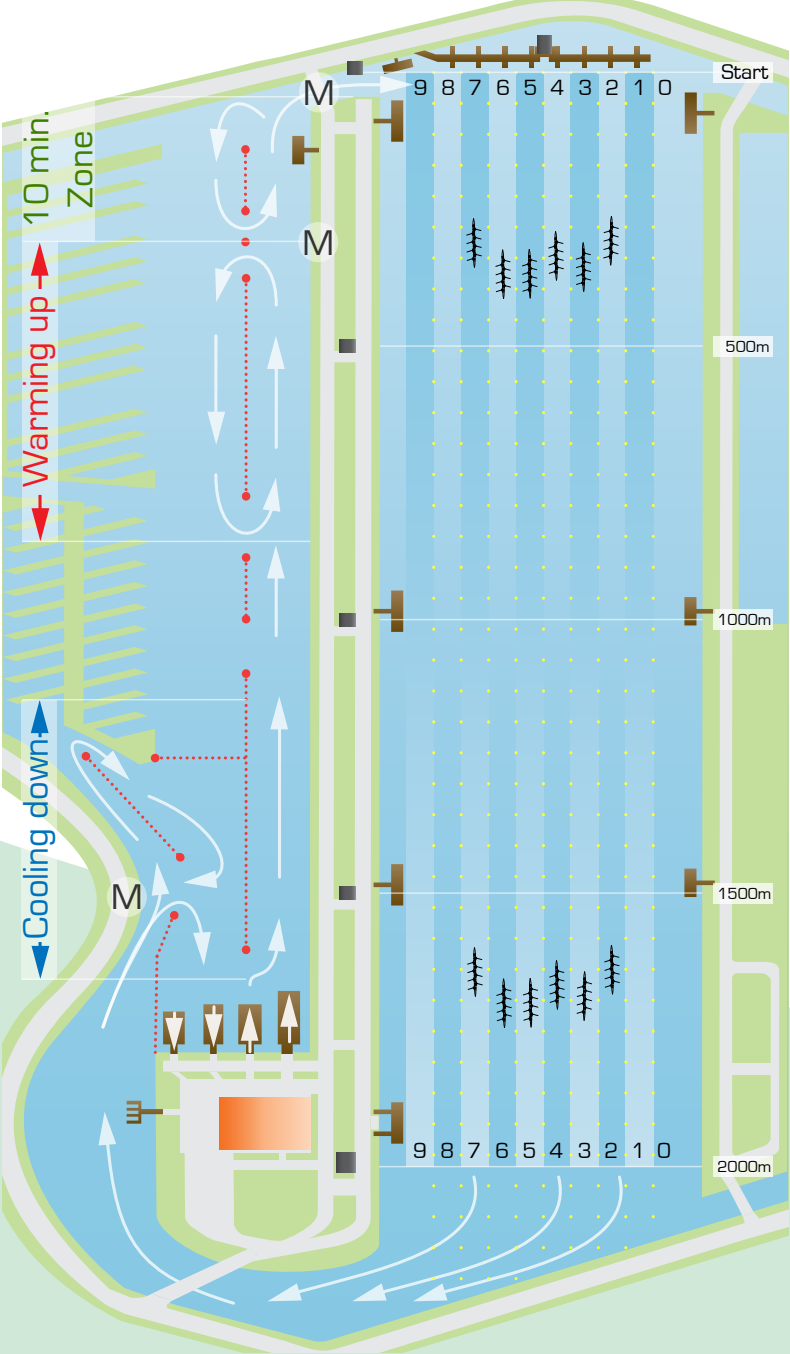
15. HOSPITALITY FACILITIES

The hospitality area will provide a hospitality service for the sponsors and supporters of the event. It will be located in the hospitality tent (across 4) , and will be operated during the heats, repechages, the semi-finals and finals.

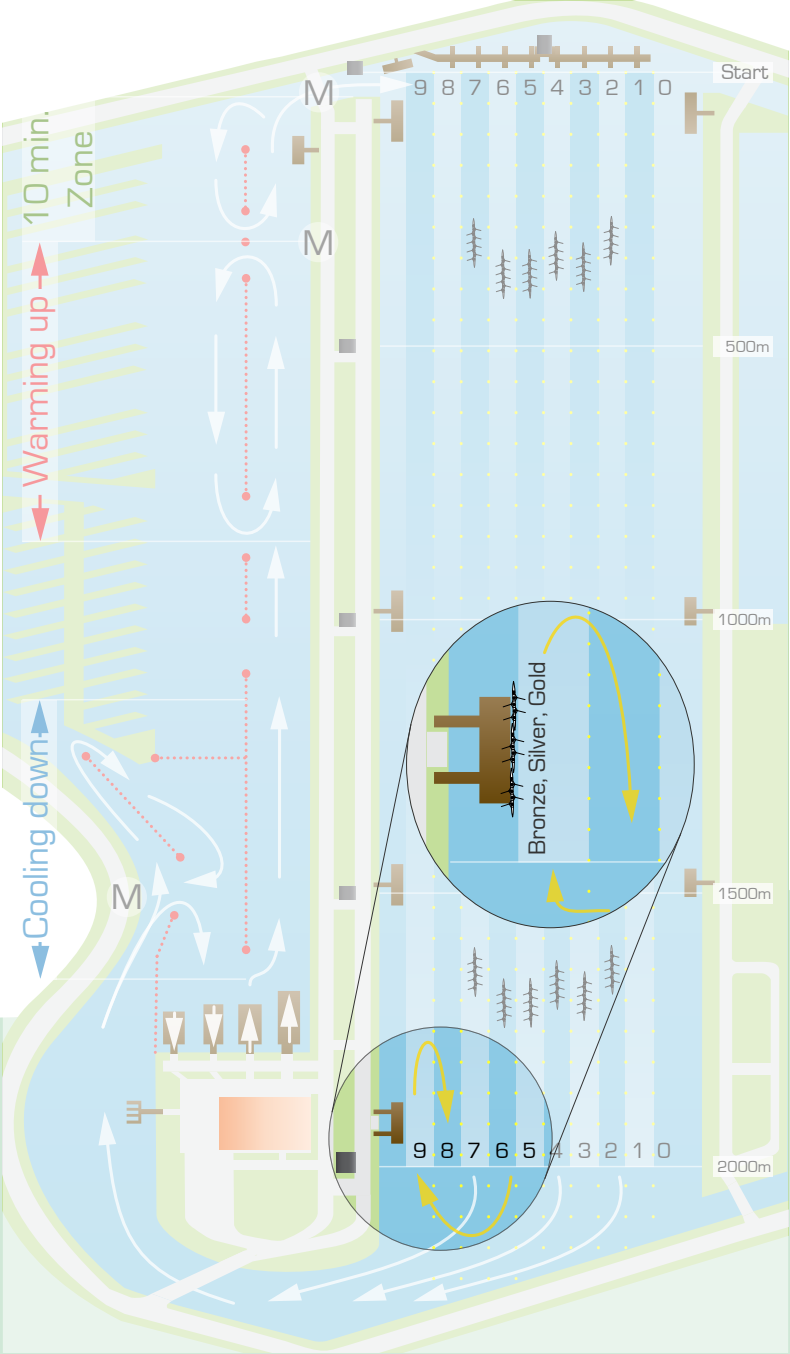
A. TRAFFIC RULES TRAINING



B. TRAFFIC RULES RACING



C. VICTORY TAFFIC RULES



D. VENUE MAP



Rotterdam, The Netherlands
12-14 July, 2019

WWW.ROTTERDAMREGATTA.COM

- 1 Green zone
- 2 Entrance/Accreditation Center
- 3 Shops
- 4 FISA Merchandise
- 5 Toilets, fully accessible
- 6 Shuttle Bus (ARRIVAL)
- 7 Para Drop-off
- 8 Children's Entertainment
- 9 Victory Ceremony
- 10 INFO desk
- 11 VIP Hospitality Area
- 12 Grandstand
- 13 Food Court
- 14 Finish

- 5 Finish Tower / Regatta office
- 6 Mixed zone / Interviews
- 7 WRCIII Press Area
- 8 Theme Containers
- 9 Main Building / Weighing
- 10 Fan Zone / stage / photobus
- 10 Athlete Cafeteria
- 11 Volunteers Home
- 12 Athlete Rest Area
- 13 Sport Massage Area
- 14 Info center Athletes
- 15 Control Commission

E. PARKING FACILITIES

